

JOB OPPORTUNITIES
CONSERVATION PROJECT COORDINATOR
(Climate and Agriculture)

February 25, 2019

BACKGROUND:

Located in beautiful coastal San Mateo County, the San Mateo Resource Conservation District (RCD) seeks to fill the full-time position of Conservation Project Coordinator. The RCD is a special district that acts as a focal point for local conservation efforts on private and public lands in coastal San Mateo County by helping land owners and managers, government agencies, and others voluntarily protect, restore, and enhance natural resources.

Resource Conservation Districts across California serve as local hubs for conservation, connecting people with the technical, financial and educational assistance they need to conserve and manage natural resources. A defining characteristic of RCDs is that we provide non-regulatory, confidential, free assistance.

POSITIONS:

We are looking for a new team member to support the RCD's climate and agriculture programs, working on projects to build agricultural resiliency and mitigate climate change. Current projects include assisting with developing and implementing conservation and carbon farm plans for farms and ranches and implementing waste-reduction projects that address management and composting of manure and agricultural greenwaste. This position is full-time at 32 hours per week and grant dependent. It is currently funded through 2020 with the intent to seek ongoing funding and may be increased to 40 hours per week in the future.

The **Project Coordinator** will report to the Program Manager and will coordinate with a broad array of partner organizations, agency staff, and landowners to provide assistance on projects.

TYPICAL DUTIES AND RESPONSIBILITIES:

- Assist the Program Manager by completing project-related tasks, often coordinating with advisors and stakeholders, to support project design, planning, permitting, implementation, monitoring, documentation, development and administration of contracts, purchasing goods and materials, tracking budgets, and preparation of reports
- Coordinate monitoring activities, including collecting data in the field, data entry, equipment preparation and maintaining supplies (the Coordinator will be trained in all required protocols)
- Help prepare and coordinate grant applications
- Assist with responses to landowner requests for technical assistance as appropriate
- Coordinate and assist with outreach activities and educational workshops

APPLICANT QUALIFICATIONS:

Successful applicants will “wear many hats” at the RCD. They will have experience developing, planning, implementing and monitoring environmental conservation and restoration projects. The ideal candidate

will be a generalist, with the ability to work across many disciplines, and therefore must have strong technical, administrative, communication, and interpersonal skills.

Minimum qualifications:

Required

- Bachelor's degree or higher with focus on environmental studies, natural sciences, resource management, watershed science, conservation planning, or related field
- Three or more years professional experience
- Proficiency with ArcGIS and GPS
- Demonstrated personal interest in conservation
- Familiarity with production agriculture
- Strong written and verbal communication skills and ability to work with a variety of people with diverse interests and temperaments
- Highly organized and motivated self-starter with the ability to prioritize
- Ability to work independently as well as part of a team
- Physically able to work in the field (hiking across farms and rangeland, lifting, carrying supplies and equipment, planting, etcetera) during all seasons
- Creativity, sense of humor, "can do" spirit, collegiality, flexibility, strong desire to learn
- Valid California driver's license, clean driving record, and current auto insurance

Desired

- Knowledge of local flora and fauna
- Familiarity with local, state, and federal permits required for restoration projects
- Experience working with other conservation groups
- Experience with grant writing

COMPENSATION:

Financial compensation will be commensurate with applicable experience, between \$21 - \$24/hour to start. Full-time employees are offered benefits which include a health, dental and vision plan. All employees are offered vacation and sick time and a retirement plan. These positions also enjoy a flexible work schedule in a fun, fast-paced, positive work environment with excellent coworkers.

APPLICATION INFORMATION:

To apply, email a PDF cover letter, resume and three or more references to Adria Arko, Program Manager: [adria\[at\]sanmateoRCD.org](mailto:adria[at]sanmateoRCD.org). Please title email: "Project Coordinator Application." Applicants may later be asked to submit a driving record.

Application deadline is March 11th, 2019, with a desired start date of before May. Please provide availability in your cover letter. If you would like additional information, please contact the email address above.

The Resource Conservation District is an equal opportunity employer. Candidates reflecting the social diversity of California are strongly encouraged to apply.